

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position is filled.

Position Title: Criminal History Records Assistant.

Department/Division: Criminal History Records Unit.

Workplace Address: 2110 W. Encanto Blvd., Phoenix

Number of Hours/Week: Flexible hours are available, however the volunteer should plan on working a minimum of 2 hours per shift

Days of Work Week: Flexible, The Criminal History Records Unit operates on a 24/7 basis. The hours are flexible depending on the volunteer's availability.

Start/End Hours: 24/7, with flexible hours

Position Description: The Criminal History Records Unit is also referred to as the Arizona Central State Repository of criminal records. The volunteer's job responsibilities will include: sorting, consolidating and filing at an off-site facility. Work will include performing warrant validations, purging expired/served warrants and insuring quality control of warrant entries. The volunteer will also perform data entry, research, and open and disseminate mail.

Qualifications: Volunteers may assist at their level of ability and will be trained in specific tasks.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety (ADPS) Human Resources section located at 2102 W. Encanto Blvd. Phoenix, or mailed to ADPS Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Program Coordinator at 602-223-2058.

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